



State of Wisconsin Department of Public Instruction

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Qualifications and Guidelines for Use of Translators Wisconsin Student Assessment System

Wisconsin assessment guidelines provide information about the use of translators for English language learners taking the Wisconsin Knowledge and Concepts Examination (WKCE) or the Wisconsin Alternate Assessment for Students with Disabilities (WAA-SwD). Specifically, the Assessment Accommodations Matrix states the following are allowable test accommodations:

1. Provide the assistance of a qualified translator to read or translate test items in content areas, orally or in writing. (not allowed on English Language Arts or Reading tests)
2. Read questions and content aloud in simplified English or in English as written. (not allowed on English Language Arts or Reading tests)
3. Translate student responses from native language to English. (not allowed on Writing test)
4. Translate or simplify test directions either orally or in writing.

Suggested Qualifications of Translators

Preference should be given to individuals with Bachelor's Degrees in Modern Languages. When this is not possible, be sure that translators have the following qualifications:

1. mastery of the target language
2. familiarity with both cultures
3. extensive general vocabulary in both languages
4. ability to express thoughts clearly and concisely in both languages

Translators should participate in all aspects of staff training related to test administration and test security, with additional training on the guidelines described below.

Guidelines for Oral Translation

1. Test directions, questions, and possible responses should be read to students using as direct a translation as possible. Care should be taken not to alter the intended meaning of the text.
2. While content may be converted into simplified English, this can sometimes alter the intended meaning of the text. Only simplify words that are not related to content or vocabulary. Example (Grade 5 WKCE Released Item) of simplified English test item:

The sales receipt below shows the groceries that Jose purchased from the supermarket. What is the estimated cost of Jose's groceries?

Simplified English: The receipt below shows the food that Jose bought from the store. Estimate how much money Jose spent on the food. **Note:** It is important that "estimate" remain in this test item because it is part of the standard which is being tested.

3. When translating, it is critical to maintain neutrality and not provide any hints of the possible correct answer. Care must be taken to not inadvertently provide cues through body language, facial expression, or voice inflection.